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**Child Abuse and Neglect Hotline: 800-800-5556**

December 1, 2007

To: Regional Managers  
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director  
Stephanie Yoder, Deputy Director of Field Operations  
Angela Green, Deputy Director of Practice Support  
Department of Child Services

Subject: Completion of Assessment Reports (311's) – 45 Days  
DCS-07-12

The Indiana Department of Child Services (DCS) would like to thank you for your continued commitment to upholding the DCS Vision by ensuring that children “thrive in safe, caring, supportive families and communities.” The practice reform model continues to allow DCS to engage parents and extended families and provide better outcomes for the safety, permanency, and well-being for children.

This administrative letter outlines the change in the time requirement for completing the assessment report (311). Below is a summary of the changes effective January 1, 2008.

As of January 1, 2008, DCS staff will make all findings on an assessment no later than 45 days from the date the child abuse/neglect (CA/N) intake report was received. This is a change from the October 1, 2007 requirement of 60 days. The following policies will reflect this important change: 4.3 – Conducting the Assessment – Overview, 4.21 – 30/45 Day Assessment Reports, 4.22 – Making an Assessment Finding, 4.25 – Completing the Assessment Report, 4.31 – Child Fatality and Near Fatality Assessments.

Currently, the Indiana Child Welfare Information System (ICWIS) will only reflect assessments which will be overdue at 90 days. ICWIS will not generate a tickler indicating when an



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assessment will be overdue at the previous requirement of 60 days or with the new requirement change, effective, January 1, 2008 of 45 days.

If you have any questions regarding this change please address them to the DCS policy mailbox.

Sincerely,

James W. Payne, Director  
Department of Child Services



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